



TEAM COMMUNICATION # 01

April 2014

SWANSEA 2014
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CONTENTS



Introduction & Welcome	Page 3
Host Information	Page 4
Date Schedule	Page 5
Accommodation	Page 6
Transport	Page 10
Visa/Entry Formalities	Page 13
<u>Appendices</u>	
Championship Village Map	Page 16
Championship Venue Map	Page 17
Accommodation Images	Page 18
Visa Information Form	Page 21

INTRODUCTION

Wales is a proud sporting nation. Nowhere is that pride more evident than when it comes to Paralympic and disability sport. Successive generations of Welsh Paralympians, coaches and administrators have contributed toward the success of our British teams. But it's not only our elite athletes that we are proud of.

Wales now delivers over 1 million grassroots opportunities per year. Respected throughout the World, Disability Sport Wales have developed a community programme which has made a significant and sustained impact on the Welsh sporting landscape. Hosting the 2014 IPC Athletics European Championships is a privilege for Swansea, Wales and the UK.



The chance for Wales to play its part in the legacy of the London 2012 Paralympic Games and to further contribute to the development of our Paralympic movement is exciting. Our aim is to 'raise the bar' of the IPC Athletics European Championships.

We will deliver both a successful 'athlete centred' Championships as well as a legacy that the whole of Wales and Europe can share and be proud of. Swansea will provide a professional and welcoming environment, reflecting the warmth of a nation unlike any other in the World. We wish to take this early opportunity to convey some early information to you as a potential team competing at Swansea 2014, as well as gain some valuable intelligence and outline numbers of attendees for our planning requirements.

Finally we as the organising committee and Swansea as a city are very much looking forward to hosting you and your colleagues during the championships, and witnessing some top level athletics.

We look forward to seeing you in August!

A handwritten signature in black ink, appearing to read 'Paul Thorburn'. The signature is stylized and fluid.

Paul Thorburn
Chair
Swansea 2014





HOST INFORMATION

Swansea 2014 is the fourth edition of the IPC Athletics European Championships and is being hosted in the city of Swansea which is in Wales.

Wales is a country with a population of over three million people, and is part of the United Kingdom, with the majority of the population speaking the English language.

The host city is Swansea which covers an area of 378km² with a population of over 250,000. Swansea is a coastal city sitting at sea level with a temperate climate; it is home to the host venue Swansea University.

Swansea University is a top 50 research-led university that has over 16,000 full-time students, studying in a truly multicultural campus community. Swansea University employs over 2,700 staff, making it one of the largest employers in the region.

The University is a Sporting University. Its sports facilities are in the top five of any university in the UK, and its students excel in a number of sports, particularly swimming, rugby and football. A number of notable sports alumni include Welsh rugby international players Alun Wyn Jones and Rhys Priestland, Paralympic sprinter John McFall and swimmer Liz Johnson. Other athletes who use the University's facilities as a training base include the captain of the 2012 Team GB, Dai Greene, and Paralympic swimmer Ellie Simmonds.

All competitive and training activity will be hosted at one location; Swansea University International Sports Village. The facilities are modern, of international standard and are all located within 800 metres of the main athlete village/accommodation. The address is;

*Swansea University
Singleton Park
Swansea
Wales, UK
SA2 8PP
51.609627 -3.9806423*

Maps of both the Championship Venue and the Championship Village can be viewed in *Appendix 1 & 2*

DATE SCHEDULE



General schedule of dates for the Championships are as follows;

Team Arrivals	14th /15th August 2014
Training and Classification	15th /16th /17th /18th August 2014
Opening Ceremony	18th August 2014
Competition	19th /20th /21st /22nd /23rd August 2014
Closing Ceremony	23rd August 2014
Departures	24th /25th August 2014

ACCOMMODATION INFORMATION

Official team accommodation for Swansea 2014 will be based at Swansea University's Singleton Park Campus utilising the University residential buildings. All team accommodation is within short walking/pushing distance of the Championship Venue and all championship facilities – creating a real 'Championship Village' (See Championship Village Map). The site is only 300 metres from the beach and provides easy access to the City. Usually housing up to 1200 students, the residences are fully equipped offering the ideal accommodation for athletes and teams during the Championships. The 900 rooms available are spread across 7 buildings (less than 200m apart), each with a varying layout and built between 1970 & 2005.

Photographs of the Team Accommodation can be found in *Appendix 3*

The table below provides an overview of the Team Accommodation;

NAME	Swansea University Residences
CATEGORY	3/4* [Campus Accommodation grading]
PRICE RANGE	£64.00 (€75.00) + VAT per person per night
ROOMS	900+
DISTANCE:	Championship Venue - 0.8km

Residence Name	Description	Max Rooms	Room Type	Bathroom: Bedroom Ratio
Langland	Apartments of 8 persons, Ensuite.	96	Single	1:1
Oxwich	Apartments of 8 persons, Ensuite.	80	Single	1:1
Penmaen	Apartments of 8 persons, Ensuite.	264	Single	1:1
Horton	Apartments of 8 persons, Ensuite.	79	Single	1:1
Preseli	18-20 Rooms per floor. Ensuite.	186	Single	1:1
Cefn Bryn	18-20 Rooms per floor. Shared bathroom facility.	161	Single	2 or 3:1
Kilvey	18-20 Rooms per floor. Shared bathroom facility.	171	Single	2 or 3:1

All rooms have:

- Free wifi access
- Linen
- Communal kitchen facility with refrigerator (*the cooking facilities will be disconnected*)
- 24 hour security/assistance



Pricing

Swansea 2014 will have a single pricing structure for all team accommodation.

The package including all ground transportation (subject to transport plan), catering and single occupancy accommodation will be charged at:

€75.00 + VAT at 20% = €90.00 per person, per night.

Accessibility Information

The Singleton Park Campus accommodation currently has around 20 adapted rooms across the 900 rooms on offer for the Championships. The majority of standard bedrooms are accessible but some bathrooms are less accessible for wheelchair users. To accommodate the high volume of wheelchair users that will be in attendance during the Championships the LOC are currently undertaking a programme of adaptation to add more accessible bathrooms to the accommodation. The aim of the LOC is to add at least 20 additional fully accessible bathrooms across the residential buildings being utilised for the Championships. To ensure maximum utilisation of these facilities athletes needing the adapted bathrooms will be required to share these fully accessible facilities for bathing on a rota basis which will be managed via team staff/officials/and Swansea 2014 staff.

It is intended that all team members will be allocated to single occupancy rooms for privacy, security and convenience. *Twin rooms may be available on request.*

Bedroom Allocations

Teams will be allocated across the University Campus accommodation dependant on size and requirements. This allocation will be undertaken by the LOC in advance of the Championships. The intention of the LOC is to co-locate teams within the same accommodation block/floor wherever possible. However, due to the limited rooms available the allocations must be made in the safest and most efficient manner possible, therefore there may be occasions where this strategy is not suitable;

1. Where team numbers are too large or too small to be allocated to defined accommodation (i.e. flat/floor)
2. Where number of wheelchair users within a team causes health and safety/evacuation issues if co-located

Within these circumstances there may be a requirement for the LOC to split or combine teams in order to ensure safe and efficient use of the accommodation resources.

It should be noted that no residential buildings are more than 200m apart and that all rooms are *single occupancy* and *fully lockable* for security and convenience.



Additional Information

Check in time is from 2.00pm on arrival day. By prior arrangement and agreement an earlier check in can be arranged and luggage storage will be provided. Rooms must be vacated by 10.00am on the day of departure and keys returned in the packs to the Accreditation Centre.

The Accommodation Reception Desk will be open 24hrs, if team members have any issues with the accommodation/athlete village.

All catering will be served within the Championship Village.

In addition to the core services outlined above the campus offers a range of practical, social and cultural services that athletes and officials can utilise for the duration of the Championships, with the majority of these facilities being fully accessible.

These include;

- Supermarket*
- Post Office*
- Laundrette (self service) - £2 per wash, £1 per dry*
- Coffee Shops*
- Bank*
- Restaurants*
- Theatre*
- Cinema*
- Travel shop*
- Multi Faith Centre & Mosque*

Booking Procedure

Teams are requested to make provisional bookings based on estimated team numbers and length of stay *no later than April 30th 2014*. This will ensure that accommodation is reserved for your team.

Please complete the online registration/pre-booking form at the following link not later than April 30th 2014 (BOOKING PORTAL OPENS ON APRIL 9th 2014);

<https://intranet.swan.ac.uk/OnlineStore/Products/Details/637>

Teams are also asked to provide information on the approximate number of wheelchair users, specific requirements and information around the ability of attendees to evacuate during an emergency.

Once official entries for the Championships open on 3rd July 2014, teams will be contacted



to finalise their booking requirements and provide complete details to allow allocations to be made. *Final bookings will be required by July 24th 2014.*

Payments

All teams must have PAID IN FULL for their accommodation prior to the start of the Championships – as agreed with the IPC. Teams will not receive their accreditation until the payment has been confirmed.

Payment must be made as follows:

April/May 2014 – 50% (based on estimated requirements to secure accommodation within 14 days of invoice receipt)

July/August 2014 (PRIOR TO ARRIVAL IN SWANSEA) – balance (based on final accommodation requirements)

Payments will be available via credit card or bank transfer. *Teams will be liable for all administrative charges associated with payments.*



TRANSPORT

Ports of Entry

All travel organisation and costs between home country and the UK is the responsibility of the NPC.

The following transport hubs have been designated the Official Ports of Entry for Swansea 2014. The LOC will provide transport to and from these locations to all Teams (*subject to any supplements outlined below*).

All other ports of entry are not recognised as official entry points by the LOC and therefore teams/NPC will be responsible for all costs incurred in travelling to and from Swansea.

Air Travel

Cardiff Airport (CWL)

Cardiff Wales Airport is the designated airport for the Championship. It is situated 64km (40 miles) from Swansea University International Sports Village which is a 60 minute coach journey.

More information - <http://www.cardiff-airport.com/>

Bristol International Airport (BRS)

Bristol International Airport is located just over the Welsh border in South West England. The airport is located 136km (85 miles) from the host city which is a 105 minute journey by road. Teams choosing to arrive at Bristol will incur a subsidy of £20.00 (€24.00) per person payable to the LOC in advance of arrival for transport to and from the Championship venue.

More information - <http://www.bristolairport.co.uk/>

Rail Travel

Swansea High Street Train Station

Swansea Train Station is a busy mainline station connecting the city with Cardiff (60mins), Bristol (90mins) and London (180mins).

The LOC will not be responsible for rail fares incurred to and from Swansea. Example rail tariffs to Swansea from three of the closest International airports if your stay was for the full duration of the championships 14th - 24th August are exemplified below;

Airport	Price (per person)
Heathrow	£122.50
Gatwick	£166.00
Birmingham International	£110.00

Note - These are return journeys and an example of prices current at time of publishing.

Tickets for rail services can be bought through www.trainline.com. Please be aware that Swansea 2014 have no control over the content of external websites or the cost of fares which fall outside of the scope of our provision.

Other Ports

If a team chooses to enter the UK via other entry points the LOC will not be responsible for the transport of teams to and from Swansea.

However, the LOC will provide a list of approved transport providers/options that will be selected on the basis of quality and price. NPCs will be responsible for liaising with providers to arrange ground transportation.

Booking Procedure

Teams are requested to submit provisional travel plans including port of entry, arrival date, departure date, accessible transport requirements and equipment transport requirements within the online registration / pre-booking form outlined earlier in this communication.

NPCs will be contacted in July 2014 to finalise transport requirements. Final requirements must be received by July 24th 2014.

Arrivals and Departures

The LOC plans to provide a meet and greet service at the Official Ports of Entry. We will provide an event branded welcome desk to ensure maximum visibility. Volunteers will be on hand to assist teams with baggage once they have exited the restricted collection area at the airports and train station, providing general information and ensuring that teams are directed to the correct locations for transfer to Swansea.

The reverse will be in place for departures, with volunteer aid for athletes and NPC officials at the accommodation and ports of exit to help with smooth transition of transfers and departures.

Vehicles

Our transport co-ordinator will be the CTA (Community Transport Association). They will organise and source transport from their members. The CTA members are experienced transport providers and have worked on previous pre Paralympic Games training camps so are well versed

in the requirements of athletes and teams.

All vehicles will be provided with qualified and experienced driver/support staff.

Equipment

Equipment will be loaded at the port of entry and transported directly to the Championship Venue for storage. Teams will be instructed on labelling/identification of equipment in advance of arrival.

Local Transportation

Athletes/Teams

Due to the close proximity of the Official Championship accommodation to the Championship Venue, it is envisaged that non-vehicular travel may be the preferred transport option to and from the Venue. The proposed route is around 800m on flat, firm terrain.

In addition the LOC will operate a reliable shuttle system between the University Campus and the Venue. The shuttle system will consist of up to 6 accessible minibuses operating on a regular schedule.

Car Parking

Car parking facilities at the Championship Venue and official accommodation will be extremely limited. No car parking spaces will be available for private vehicles unless expressly agreed with the LOC. Private vehicles will be able to utilise spectator car parks. Costs will be charged for these services but the LOC will not be responsible for any fees incurred unless otherwise agreed.

VISA/ENTRY FORMALITIES



Visa requirements are as follows;

Category 1 - List of Countries whose Citizens DO NOT NEED A VISA to enter GREAT BRITAIN	
EUROPE/Europe	AND, AUT, BEL, BUL, CRO, CYP, CZE, DEN, EST, ESP, FIN, FRA, GER, GIB, GRE, HUN, ISL, IRL, ISR, ITA, LAT, LIE, LTU, LUX, MLT, MON, NED, NOR, POL, POR, ROU, SMR, SVK, SLO, SWE, SUI

Category 2 - List of Countries whose Citizens DO NEED A VISA and have GREAT BRITAIN REPRESENTATION	
EUROPE/Europe	ALB, ARM, AZE, BLR, BIH, GEO, MKD, MDA, MNE, RUS, SRB, TUR, UKR

If you need a visa;

1. Visas must be obtained from a British diplomatic post (British Embassy, British Consulate, British Mission or a VAC: Visa Application Centre): the list of the Visa Offices is available at <https://www.gov.uk/find-a-visa-application-centre>
2. Members of the delegation travelling to Swansea 2014 can ask for a "Sports Visitor Visa" (VAT 17 - Sports Visitor Visa).
3. A fee must be paid for all visa applications. For a VAT17 Visa, this fee is currently £80 which can also be paid in local currency (this fee will increase if an express visa or longer duration visa is requested). In principle, the fees are non-refundable.
4. All visas for the United Kingdom require you to meet the "biometrics" requirements: each applicant (athlete or official), must go in person to the VAC to provide biometrics: 10 digit finger scans and a digital photograph. The finger scans are completed electronically so staff members do not need to use any ink, liquid or chemicals. Your digital photograph will be taken at the same time and the whole procedure should take no more than five minutes. You should ensure that you do not have any decoration (such as henna), or any cuts or other markings on your fingertips before having your finger scans. You should also make sure that if you have any cuts or bruises on your face, they have healed or disappeared before you have your photograph taken. Digital photographs must be of your full face and you should not wear sunglasses, a hat or any other head covering (unless you wear it for cultural or religious reasons, but the face must not be covered).
5. You must request an appointment online at your nearest VAC: www.visa4uk.fco.gov.uk to apply for your visa and make an appointment for the visit mentioned above as early as possible. The fee of £80 must be paid at this time.



6. The Entry Clearance Officer will try to make a decision using your application form and the supporting documents you have provided. If this is not possible, they will need to interview you.
7. When the appointment is confirmed, go the VAC or Embassy to :
 - submit your biometrics (see No 4)
 - Present the Invitation letter from Swansea 2014 (the event hosts).
8. It is highly recommended to apply as early as possible: the waiting time for an appointment can be anything up to six weeks ahead for a busy VAC or Embassy.
9. If you do not have a British representation in your country and you intend to take part in Swansea 2014, please contact UK Athletics: Karen Forbes (kforbes@britishathletics.org.uk)

Information required in order for the LOC to supply an Invitational Letter

There are increasing requirements from UK Visas and Immigration for us to maintain an orderly record of who an invitation is issued to. Visiting teams from countries that require a visa to enter the UK are required to provide the following information for an invitational letter to be produced;

1. Name (as it appears on the passport)
2. Passport Number
3. Passport Expiration Date
4. Nationality
5. Role at the competition (Athlete, coach, team doctor etc)
6. Departure Airport
7. Arrival Airport
8. Outbound Flight Number, Date and Departure Time
9. Return Flight Number, Date and Departure Time

This information is required for each individual that will be travelling. Letters of invitation will not be issued if the information is not submitted.

Please see Appendix 4 for visa information form

Request forms should be sent back either electronically or hard copy to:

b.d.lucas@swansea.ac.uk

Ben Lucas
Swansea 2014
4th Floor Union House
Swansea University

Singleton Campus
Swansea
Wales, UK
SA2 8PP

Time Lines

Overleaf is a guide time line as to when a request should be submitted. It becomes very difficult to assist (with a positive outcome) if requests come in late.

Six to two months before the Event (or earlier)	Ideal
8 to 3 weeks before the event	Can be difficult dependent on country of origin and embassy in some cases
3 weeks to 1 week before the event	Unlikely to receive VISA in time for championships

Letters can take between 24 – 72 hours to action from the date/time the request is received. Local time also needs to be factored in into the process.

Letters can be faxed (if a valid fax number exists), but will be e-mailed in the majority of cases wherever this option is available.

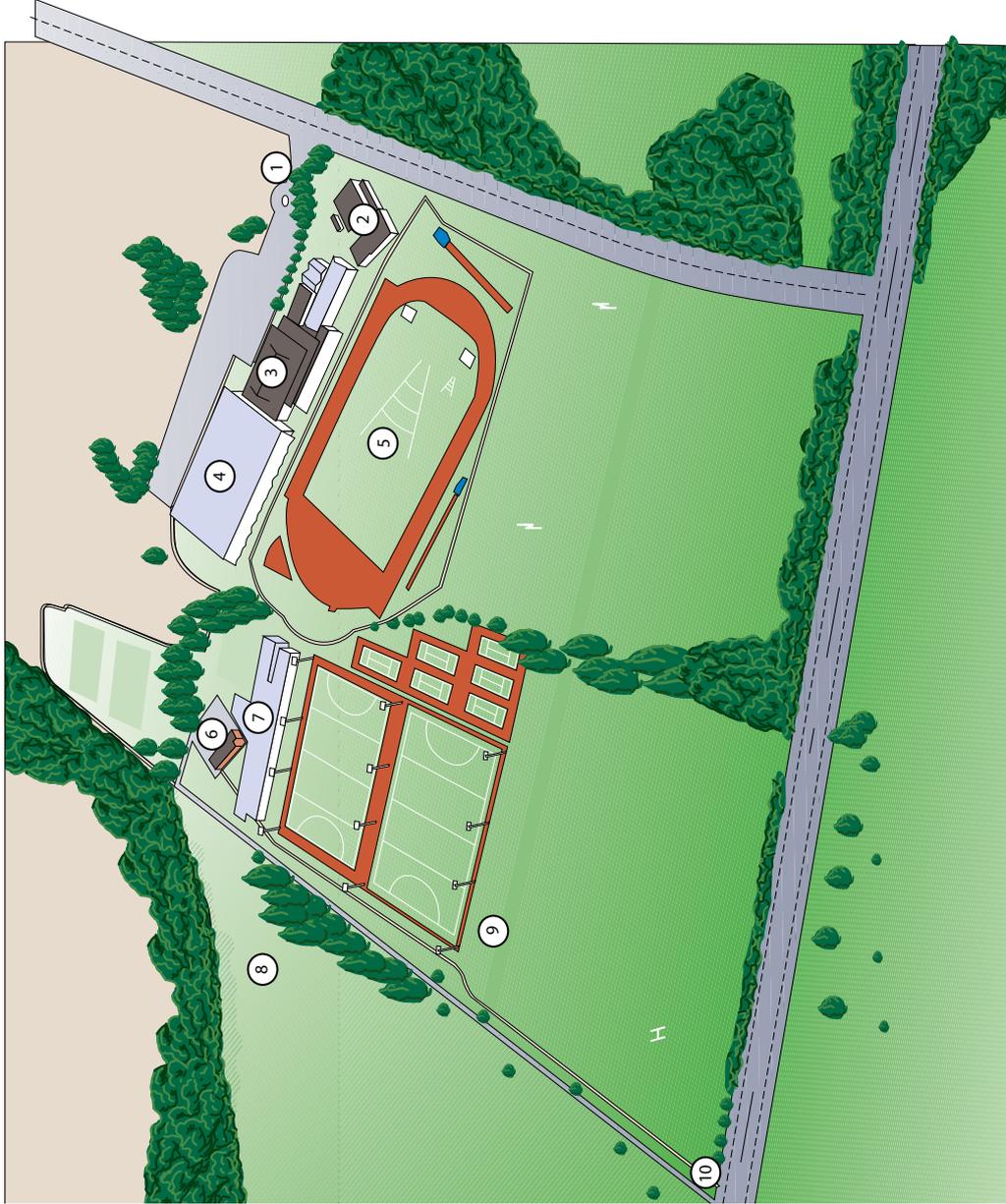
APPENDIX 1 - CHAMPIONSHIP VILLAGE



APPENDIX 2 - CHAMPIONSHIP VENUE

KEY

- 1 - Main Entrance
- 2 - Pavillion
- 3 - Sports Centre
- 4 - National Pool
- 5 - Field of Play
- 6 - Swansea Harriers
- 7 - Indoor Training Centre
- 8 - King George V Fields
- 9 - Training area
- 10 - Secondary Entrance



APPENDIX 3- CHAMPIONSHIP ACCOMMODATION



OXWICH RESIDENCE



OXWICH COMMUNAL AREA



OXWICH BEDROOM

APPENDIX 3- CHAMPIONSHIP ACCOMMODATION



PENMAEN & HORTON RESIDENCES



PENMAEN COMMUNAL AREA



PENMAEN BEDROOM

APPENDIX 3- CHAMPIONSHIP ACCOMMODATION



• CEFN BRYN RESIDENCE



CEF N BRYN COMMUNAL AREA



CEF N BRYN BEDROOM

APPENDIX 4- VISA INFORMATION FORM

**FOR VISA INVITATION LETTERS PLEASE
USE SEPARATE FORM (MICROSOFT
EXCEL DOCUMENT) SUPPLIED WITH
THIS COMMUNICATION OR CONTACT
THE LOC**

SWANSEA 2014
4th Floor, Union House
Swansea University
Singleton Park
Swansea, WALES
UK
SA2 9AH

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